

SOUTHERN TIER LIBRARY SYSTEM
POLICIES COMMITTEE

August 23, 2011
MINUTES

The Southern Tier Library System Policies committee was called to order at STLS HQ at 1:00 p.m. Present were Chm. Sherry Collins, Maija DeRoche, Jerry Smyder, Martin Green, Bonnie Weber and Rusty Wigg.

The committee briefly reviewed the revised "master" list of policies to be written.

The committee reviewed the draft of the Gift Acceptance policy and several questions arose. It was recommended that the committee members read both the "Guidestar" GAP outline and the various samples of GAPs from the Nonprofit risk management center, with particular attention to sample # 4. All recommendations and discussion will continue at the next meeting.

The committee reviewed all of the pending changes to the By-laws. All were given final approval for submission to the Board at the next meeting, prior to submission to the Annual Meeting for membership approval. However, changes to Article IV sparked discussion concerning the criteria and procedures for selecting, nominating and electing new or returning STLS board members. Jerry will draft some procedures for handling this process in a manner that does not contradict the By-laws, and still reflects how things are done at present. Sherry will edit all the changes to eliminate strikethroughs, etc. and forward the 'cleaned-up' texts to the committee and Rusty for the September Board packet.

The committee requested that Jerry take the General Finance Policy to the Finance committee, along with several resolutions and approved policies for inclusion in one main General Finance Policy. Sherry will attend this meeting when date/time is established also.

Records retention was briefly discussed as being a policy that will require a great deal of research and discussion, and will be put off until probably after the first of the year 2012. In the meantime, Sherry will continue to research recommendations from the NYS Archives website.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,